

**CONTRACT #19**  
**RFS # 331.11-007**

**Department of Education**

**VENDOR:**  
**Measurement Incorporated**



RECEIVED

DEC 05 2006

FISCAL REVIEW

**PHIL BREDESEN**  
GOVERNOR

STATE OF TENNESSEE  
**DEPARTMENT OF EDUCATION**  
6<sup>th</sup> FLOOR, ANDREW JOHNSON TOWER  
710 JAMES ROBERTSON PARKWAY  
NASHVILLE, TN 37243-0375

**LANA C. SEIVERS, Ed.D.**  
COMMISSIONER

TO: Leni Chick, Fiscal Review Committee  
FROM: Lana C. Seivers, Commissioner *LCS*  
DATE: December 5, 2006  
RE: Request to appear before Fiscal Review Committee regarding Non-Competitive Amendment to contract FA-04-15822-02

Please consider the enclosed information regarding a request for Non-Competitive Amendment to contract FA-04-15822-02 with Measurement Incorporated.

The proposed amendment will allow for the additional deliverables of the following:

- Addition of the annual scoring and reporting of the TCAP-Alt Portfolio Assessment
- Addition of annual Anchor setting meetings to establish standards for the scoring of the TCAP-Alt Portfolio Assessment
- Electronic reports delivered to the schools and districts that will replace the paper reporting that has been provided in the past.

The cost for the addition of these deliverables is \$1,112,915.12 over the remaining life of the contract for a total maximum liability of \$6,455,874.66. The additional funds for this amendment will be federal funds provided by the Division of Special Education.

Thank you for your consideration.

CC: Dr. Timothy K. Webb,  
Assistant Commissioner

# REQUEST: NON-COMPETITIVE AMENDMENT

APPROVED

Commissioner of Finance & Administration  
Date:

EACH REQUEST ITEM BELOW MUST BE DETAILED OR ADDRESSED AS REQUIRED.

1) RFS # 331.11-007-04

2) State Agency Name : Department of Education

## EXISTING CONTRACT INFORMATION

3) Service Caption : For the provision of scoring the Writing Assessment papers and printing the materials for K-12.

4) Contractor : Measurement Incorporated

5) Contract # FA-04-15822-02

6) Contract Start Date : January 1, 2004

7) Current Contract End Date IF all Options to Extend the Contract are Exercised : June 30, 2008

8) Current Total Maximum Cost IF all Options to Extend the Contract are Exercised : \$5,342,959.54

## PROPOSED AMENDMENT INFORMATION

9) Proposed Amendment # 3

10) Proposed Amendment Effective Date : February 1, 2007  
(attached explanation required if date is < 60 days after F&A receipt)

11) Proposed Contract End Date IF all Options to Extend the Contract are Exercised : June 30, 2008

12) Proposed Total Maximum Cost IF all Options to Extend the Contract are Exercised : \$6,455,874.66

13) Approval Criteria : (select one)

☒ use of Non-Competitive Negotiation is in the best interest of the state

☐ only one uniquely qualified service provider able to provide the service

14) Description of the Proposed Amendment Effects & Any Additional Service:

The proposed amendment will allow the addition of the following TCAP ALT Portfolio deliverables at an increase of \$1,112,915.12 to the maximum liability over the remaining life of the contract.

1. Provide demographic and shipping materials to include: Demographic Answer Document, Directions, Barcode Labels, Teacher Headers, School Listings, and Online Test Administration Manual which will include high-quality examples of Portfolio Activities to be used for training.

**Additional cost \$24,684.30**

2. Provide Portfolio Binder Package to include: Portfolio Binder and Clasp, Costs for Shipping, Storage, Disassembly, and Disposal.

**Additional cost \$66,653.75**

3. Student Demographic Review Website: provide a secure website which ensures accurate assessment data for NCLB and AYP reporting, the Contractor will update, maintain, and host a unique secure web address that will allow schools/systems to review student demographic and scoring information and make corrections for all data included with the TCAP Alternate Portfolio Assessment.

**Additional cost \$8,450.00**

4. As a required part of the scoring process, the Contractor will conduct anchor setting meetings annually for the TCAP Alternate Portfolio Assessment (TCAP-Alt PA). Anchor setting establishes the group of portfolios that will be used as standards for each score set. The portfolio assessment is scored holistically by readers using one of three scoring rubrics. Each rubric defines the scores.

School Year 2006 – 2007	\$34,776.00
School Year 2007 – 2008	\$36,514.80
<b>Total Cost</b>	<b>\$71,290.80**</b>

5. As a required part of the scoring process, the Contractor will conduct an annual Room Leader and Reader Training for the TCAP ALT PA.

School Year 2006 - 2007	\$38,524.40
School Year 2007 – 2008	\$40,450.62
<b>Total Cost</b>	<b>\$78,975.02**</b>

6. The Contractor will complete holistic scoring of TCAP-Alt Portfolio Assessments to include the Portfolio and Reader Statistical Reports. \*\*The 2007-2008 cost includes a projection of 5% increase in the number of portfolios submitted for scoring

School Year 2006 - 2007	\$53.28 per portfolio	\$399,600.00
School Year 2007 – 2008**	\$54.34 per portfolio	\$425,210.50
	<b>Total Cost</b>	<b>\$824,810.50**</b>

\*\* The second year increase is to be considered and inflationary increase. This is contractual norm for these types activities.

7. Generate and distribute reports for TCAP-Alt Portfolio Assessment to include:

- Portfolio Assessment Individual Student Report
- Student Labels
- Post-Test Brochure
- CD Comprehensive File Data Summary Reports (Class, School, System, State)
- Reporting Programming Fees

**Additional cost \$38,050.75**

8. Include the regular, modified, and homebound scoring rubrics for TCAP-Alt PA in Attachment 7. **No additional cost**
9. Train readers to score electronic portfolios. **No additional cost.**

The proposed amendment will provide the following TCAP WAWA Alt deliverables at no increase to the maximum liability over the remaining life of the contract.

1. Provide reports to schools, systems, and state in .pdf format via CD.

**Additional cost \$51,597**

2. Provide Student Demographic Review Website online. The website will be developed, implemented, hosted, and maintained by the vendor.

**Additional cost \$44,735**

3. Discontinue printing and shipping of printed reports.

**Reduction to maximum liability \$96,332**

#### 15) Explanation of Need for the Proposed Amendment:

The United States Office of Special Education Programs (OSEP) and the U.S. Department of Education (USDOE) require that all age appropriate children be assessed, including those with the most significant cognitive and adaptive disabilities. The Individuals with Disabilities Education Act of 2004 (IDEA 2004) and the No Child Left Behind Act of 2001 (NCLB) require that State Education Agencies (SEA) develop alternative assessments that measure progress, and provide accountability of this progress, for these students. The TCAP-Alt Portfolio Assessment (TCAP-Alt PA) is a portfolio format assessment of the educational progress and performance of students with the most significant cognitive and adaptive disabilities. With the wide variance in functioning levels of students participating in the TCAP-Alt, a portfolio assessment which utilizes holistic scoring provides the most reliable and valid assessment results for this population of students. Students with disabilities who meet the stringent participation guidelines required for participation in the TCAP/WA-Alt are the same population sub-group who participate in the TCAP-Alt PA. The current scope of this contract includes holistic scoring of both the TCAP Writing Assessment (TCAP/WA) and the TCAP Writing Assessment-Alt (TCAP/WA-Alt) and the Department believes it to be a natural progression of the current scope to allow the addition of these new deliverables that will provide effective and efficient scoring of the TCAP-Alt PA and the reporting of those scores.

This contract is the result of an RFP, the scope of services was written based upon services available under the contract at the time of the RFP's release. This amendment will allow the Department to take advantage of advances in technology that were not available when the RFP was written. With the No Child Left Behind Act (NCLB), school and system accountability for the proper assessment of students increased exponentially. The addition of the online demographic verification will allow for local education agencies and districts to review, modify, and verify all student demographic information (e.g. gender, ethnicity, special education status), and other information before reports are created and sent to the systems. This feature will assist the State in insuring that the data provided to United States Department of Education (USDOE) is accurate. This verification system will be hosted by the Contractor's website and will be a secure site which will require login and password to view the demographic data.

Providing all reports via PDF file on CDs eliminates the hundreds of boxes of paper reports that are printed and shipped three times a year to schools and systems across the state. The availability of the reports on CD will allow schools and systems to quickly and easily retrieve the reports for review and inclusion in reports to the State, such as their school improvement plans. In addition, CDs are easier to archive and protect from destruction.

#### 16) Name & Address of Contractor's Current Principal Owner(s) : (not required if proposed contractor is a state education institution)

Measurement, Incorporated; 423 Morris Street; Durham, NC 27701

#### 17) Documentation of Office for Information Resources Endorsement : (required only if the subject service involves information technology)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

#### 18) Documentation of Department of Personnel Endorsement : (required only if the subject service involves training for state employees)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

#### 19) Documentation of State Architect Endorsement : (required only if the subject service involves construction or real property related services)

select one:



Documentation Not Applicable to this Request



Documentation Attached to this Request

**20) Description of Procuring Agency Efforts to Identify Reasonable, Competitive, Procurement Alternatives :**

The Department negotiated with the vendor to provide the online services and reporting for TCAP WAWA Alt for the charge associated with the discontinued printed reports. The Department did not price these items outside the current contract.

The Department negotiated with the vendor to obtain the seven (7) alternative assessment scoring activities and deliverables at the lowest competitive cost available. The costs for the scoring activities will be paid through a federal grant for special education assessment. The additional alt/pa changes that are requested in this amendment are at no cost.

**TCAP-Alt PA Bid Comparison**

ALABAMA BIDS FOR PORTFOLIO SCORING			TENNESSEE NON-COMPETITIVE AMENDMENT
Product Description / year delivered	NCS Pearson	CTB/McGraw-Hill	Measurement Incorporated
Portfolio Scoring / 2007	\$903,213	\$1,543,000	\$541,657
Portfolio Scoring / 2008	\$948,374	\$1,620,150	\$571,263
MASSACHUSETTS COSTS FOR PORTFOLIO SCORING (TEACHER SCORING)			TENNESSEE NON-COMPETITIVE AMENDMENT Measurement Incorporated
Portfolio Scoring / 2007	\$850,806		\$541,657
Portfolio Scoring / 2008	\$893,346		\$571,263

**21) Justification for the Proposed Non-Competitive Amendment :**

This contract resulted from an RFP process. This request for an amendment is based upon the purchase of services similar to those provided within the existing contract.

The Department feels that the inclusion of holistic scoring of the TCAP-Alt Portfolio Assessment and the associated activities is a natural progression to the existing scope of services within this contract. The additional scoring activities that will be requested through this amendment are closely aligned with the scope of the existing contract. The test that will be scored through this amendment and its accompanying rubric criteria will follow the basic principals that have been established for the current contract. The population assessed with the TCAP-Alt PA is the same population of students that meet requirements for participation in the TCAP/WA-Alt.

Scores from the Writing (TCAP WA) and Alternate Writing Assessments (TCAP WA-Alt) are included in reporting to USDOE for Annual Yearly Progress (AYP) as well as the Tennessee Value Added Assessment System (TVAAS) and the state report card. Additionally, scores and Annual Yearly Progress for the TCAP Portfolio Assessment are reported to the Office of Special Education Programs (OSEP) on an annual basis. Allowing Measurement Incorporated to establish the anchor sets by which the TCAP-Alt PA tests will be scored, and train the readers who will do the scoring, will ensure accurate and consistent scores for the TCAP-Alt PA assessment overall as well as in comparison to the state's regular achievement assessments.

The inclusion of the student demographic review website is considered a natural progression to the existing scope of services. At this time, schools and Local Education Agencies do not have the ability to review student demographic data until printed reports are received in the system. By the time reports are received, the information has already been reported to USDOE and we do not have the ability to revise the data. The additional opportunity to review the data provided on the student accountability demographic sheet will ensure more accurate federal reporting. Utilizing Measurement Incorporated for this online review will ensure accurate and consistent reports. Measurement Incorporated has worked with the state for over ten (10) years in providing, scoring, and reporting our Writing Assessment. The writing scores are included in reporting to USDOE for Annual Yearly Progress (AYP) as well as the Tennessee Value Added Assessment System (TVAAS) and the state report card. Measurement Incorporated has a proven and reliable track record in providing consistent and accurate data for the Writing Assessment.

**REQUESTING AGENCY HEAD SIGNATURE & DATE :**

(must be signed & dated by the ACTUAL procuring agency head as detailed on the Signature Certification on file with OCR— signature

by an authorized signatory will be accepted only in documented exigent circumstances)

*John C. Seivers*

Agency Head Signature

Date

# C O N T R A C T   S U M M A R Y   S H E E T

8-8-05

<b>RFS #</b>				<b>Contract #</b>			
<b>331.11-007-04</b>				<b>FA-04-15822-03</b>			
<b>State Agency</b>				<b>State Agency Division</b>			
Department of Education				Assessment			
<b>Contractor Name</b>				<b>Contractor ID # (FEIN or SSN)</b>			
MEASUREMENT INCORPORATED				<input type="checkbox"/> C- or <input checked="" type="checkbox"/> V-		V561264255-00	
<b>Service Description</b>							
Student Assessment							
<b>Contract Begin Date</b>		<b>Contract End Date</b>		<b>SUBRECIPIENT or VENDOR?</b>		<b>CFDA #</b>	
January 01, 2004		June 30, 2008		Subrecipient		See Supplement Form	
<b>Mark, if Statement is TRUE</b>							
<input checked="" type="checkbox"/> Contractor is on STARS as required				<input checked="" type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required			
<b>Allotment Code</b>		<b>Cost Center</b>		<b>Object Code</b>		<b>Fund</b>	
331.11		var		083		25	
						<b>Funding Grant Code</b>	
						var	
						<b>Funding Subgrant Code</b>	
						var	
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>		
2004	\$896,107.23	\$0.00	\$0.00	\$0.00	\$896,107.23		
2005	\$803,785.92	\$176,796.00	\$0.00	\$0.00	\$980,581.92		
2006	\$853,964.85	\$257,064.00	\$0.00	\$0.00	\$1,111,028.85		
2007	\$1,069,690.20	\$807,182.40	\$0.00	\$0.00	\$1,876,872.60		
2008	\$746,116.34	\$845,167.72	\$0.00	\$0.00	\$1,591,284.06		
<b>TOTAL:</b>	\$4,369,664.54	\$2,086,210.12	\$0.00	\$0.00	<b>\$6,455,874.66</b>		

  

<b>— COMPLETE FOR AMENDMENTS ONLY —</b>			<b>State Agency Fiscal Contact &amp; Telephone #</b>	
<b>FY</b>	<b>Base Contract &amp; Prior Amendments</b>	<b>THIS Amendment ONLY</b>	Dawn Darden - 615-532-1617	
2004	\$896,107.23	\$0.00	<b>State Agency Budget Officer Approval</b>	
2005	\$980,581.92	\$0.00		
2006	\$1,111,028.85	\$0.00		
2007	\$1,335,217.20	\$541,655.40		
2008	\$1,020,024.34	\$571,259.72	<b>Funding Certification</b> (certification, required by T.C.A., § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)	
<b>TOTAL:</b>	<b>\$5,342,959.54</b>	<b>\$1,112,915.12</b>		
<b>End Date:</b>	<b>6/30/2008</b>	<b>6/30/2008</b>		

  

<b>Contractor Ownership</b>				
<input type="checkbox"/> African American	<input type="checkbox"/> Person w/ Disability	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Small Business	<input checked="" type="checkbox"/> NOT minority/disadvantaged
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input type="checkbox"/> OTHER minority/disadvantaged—	
<b>Contractor Selection Method</b>				
<input checked="" type="checkbox"/> RFP	<input type="checkbox"/> Competitive Negotiation		<input type="checkbox"/> Alternative Competitive Method	
<input type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Government		<input type="checkbox"/> Other	
<b>Procurement Process Summary</b>				
The State used an RFP to procure this contract for the Writing Assessment.				



CONTRACT SUMMARY SHEET  
SUPPLEMENTAL SCHEDULE

<b>Contract Number</b>		FA-04-15822-00					
<b>Fiscal Year</b>		2004					
<b>Allotment Code</b>	<b>Cost Center</b>	<b>Object Code</b>	<b>Fund</b>	<b>Grant Code</b>	<b>Subgrant Code</b>	<b>CFDA #</b>	<b>Amount</b>
331.11	734	083	25	TK4	AAX	NA	\$896,107.23
Fiscal Year	2005						
331.11	734	083	25	TK5	AAX	NA	\$803,785.92
331.36	440	083	25	LL5	ACX	84.027	\$176,796.00
Fiscal Year	2006						
331.11	734	083	25	TK6	AAX	NA	\$853,964.85
331.36	440	083	25	LL6	ACX	84.027	\$257,064.00
Fiscal Year	2007						
331.11	734	083	25	TK7	AAX	na	\$1,069,690.20
331.36	440	083	25	LL7	ACX	84.027	\$807,182.40
Fiscal Year	2008						
331.11	734	083	25	TK8	AAX	na	\$746,116.34
331.36	440	083	25	LL8	ACX	84.027	\$845,167.72
<b>TOTAL</b>							\$6,455,874.66

**AMENDMENT # 03  
TO CONTRACT FA-04-15822-00**

This Contract, by and between the State of Tennessee, DEPARTMENT OF EDUCATION, hereinafter referred to as the State, and MEASUREMENT INCORPORATED, hereinafter referred to as the Contractor, is hereby amended as follows:

1. Add the following definitions to Section A.1 on page 1.

- Anchor Portfolio Sets – Sample portfolios which clearly exhibit the criteria for each score point.
- TN TCAP-Alt Portfolio Assessment Rubrics – Guide used to score performance assessments in a reliable, fair, and valid manner. A rubric is generally composed of dimensions for judging student performance, a scale for rating performances on each dimension, and standards of excellence for specified performance levels. There are currently three rubrics: regular rubric, modified rubric, and homebound rubric. The rubric used is determined by the student's opportunity for instruction evidenced by placement and attendance.
- TCAP-Alt PA – Tennessee Comprehensive Assessment Program Alternate Portfolio Assessment
- Alternate Performance Indicators (API) – Skills assessed within each content area on the alternate assessment; alternate performance indicators vary in complexity and skill level from the performance indicators assessed within the general curriculum.
- Alternate Learning Expectations (ALE) – Identify the essential core of learning for the grade level clusters identified for TCAP-Alt PA participants.

2. Delete the definition for TN Rubric from the definitions in Section A.1 on page 1 and replace with the following:

- TN Writing Rubrics – Scales (currently 6 point) used to determine the range of excellence in the papers written in response to a given prompt for the TCAP/WA and TCAP/WA Alt.

3. Add the following to the introduction of Section A.2 on page 2

The Tennessee Comprehension Assessment Program-Alternate Portfolio Assessment (TCAP-Alt PA) is a performance-based assessment of student academic progress in the content areas of reading/language arts, math, science, and social studies. It is administered by Tennessee School Systems to students with the most significant cognitive and adaptive disabilities.

The TCAP-Alt PA is administered to students with the most significant disabilities in grades 3 through 8 in all four content areas, and one time in grades 9-12 in the content areas of reading/language arts, math, and science. Grades K-2 are also included in the content areas of reading and math for systems conducting district-wide assessment at these grade levels. Students in each grade level are assessed on one to three Alternate Performance Indicators (API) in each content area assessed. Each API has a minimum of 15 data collection occurrences documented with a graph on a data collection sheet. The graph must show progress in order for the student to receive the maximum number of points in the content dimension. Each API has an Evidence Sheet (ES) documenting a sample lesson taught, and opportunities for choice, peer interaction, natural support, and multiple inclusive settings. The TCAP-Alt PA is scored holistically using one of three State developed rubrics (regular, modified, homebound) in the dimensions of Content, Choice, Supports, Settings, and Peer Interactions and blind scoring methods. Choice of rubric used for scoring is determined by the student's opportunity for instruction as evidenced by placement and attendance.

4. Delete numbers 1-5 of Section A.2 on page 2 and replace with the following:

1. The TCAP/WA will continue to be administered in early February. The TCAP-Alt PA will be completed in two data collection periods beginning with the first of the 2006-2007 school year and continuing through January 31, 2007. Data collection periods for the 2007-2008 school year will be determined by the State. According to the State timelines, the Contractor shall return the

individual score reports, class rosters, post test brochures and score labels no later than the end of the third full week of May. (See Attachment 2.)

2. Maintaining test validity, reliability, and equivalent prompts across years is a fundamental priority of the program. The Contractor is required to provide the human resources and technology needed to implement the TCAP/WA, TCAP/WA-Alt, and TCAP-Alt PA according to State standards.
3. The test/assessment results at grade levels 5, 8, and 11 and grade level clusters of K-2, 3-5, 6-8, and 9-12 are used for school accountability. Because of the high stakes nature of TCAP/WA, TCAP/WA-Alt, and TCAP-Alt PA all aspects of test administration, scoring, and reporting will be undertaken with diligence for test security and score validity.
4. The Contractor must agree to use State defined or approved (1) test/assessment materials, (2) holistic scoring procedures and methodologies, and (3) quality-control procedures as defined in this contract.
5. The testing dates for the TCAP/WA and TCAP/WA Alt scheduled for 2004 are February 3-4. The testing dates for 2005, 2006, 2007 and 2008 have not yet been officially determined, but the Contractor shall assume the pattern of the first Tuesday in February with one make-up day will remain the same.
5. Add the following number 6 to Section A.2 on page 2 and renumber subsequent items:
  6. Data collection for TCAP-Alt PA ends January 31, 2007 and portfolios are to be shipped to the Contractor no later than February 05, 2007.
6. Add the following number 8 to Section A.2 on page 2 and renumber subsequent items:
  8. Annually, the Contractor will collect demographic data for all students tested statewide with the TCAP-Alt Portfolio Assessment, including students assessed in public schools, state special schools and private schools. School names, numbers, and enrollments change annually. The Contractor will provide demographic and shipping materials based upon the number of students tested in each system, anticipating a 5% increase each year.
7. Delete the introduction to Section A.3.4 on page 3 and replace with the following:
  4. During TCAP/WA and TCAP/WA Alt scoring, the Contractor must produce and transmit by 1:00 p.m. CST to the State daily and cumulative reader scoring reports. The Contractor must have the capability to reproduce any of these reports on request. Readers' identification numbers, student scores, and number of readings for various reports is required. These reports will be made available to team leaders and the scoring director. The Contractor and State will work together annually to determine the format of these reports. The State will have final approval of the design and use of each report. These reports will provide the following information:
8. Add the following number 5 to Section A.3 on page 4 and renumber the subsequent items:
  5. During TCAP-Alt PA scoring, the Contractor will provide daily quality-control Reader Statistical Reports, as defined in A.1.s., to the State. The quality-control Reader statistical reports will be submitted to the State contact, in either MS Excel or MS Access format, by 4:00 pm CST each day. These reports will include the following
    - number of readings,
    - the number of portfolios read per Reader per day,
    - the total number of portfolios read each day,
    - the distribution of scores,

- the number of third readings,
- and the number of non-scorable portfolios.

9. Delete Section A.5.1 on page 8 in its entirety and replace with the following:

1. Designs for publications will include format page layout, and covers required for administration manuals, and TCAP-Alt PA return instructions, reports of assessment results, information publications and other printed materials. The Contractor will produce all formats, graphics, charts, and illustrations for the products and submit them for approval to the State.

10. Delete Section A.6.3 on page 8 in its entirety and replace with the following:

3. Answer and Student Demographic Documents:

- a. Student answer documents must contain areas for required demographic information and two pages of lined space for the written essays. The State requires that each answer and demographic document is machine-scannable and includes certain demographic information across all grade levels. This data includes, but is not limited to:
  - name
  - Social Security Number (or a unique student identification number) – TCAP-Alt PA
  - gender
  - Assigned grade
  - date of birth/age at submission
  - classification of student as to receiving special education services (number of hours student receives special education services) – TCAP-Alt PA
  - ELL status
  - migrant status
  - race/ethnicity
  - test type (Braille, Large Print) (NA – TCAP-Alt PA)
  - Special Accommodations and ELL Accommodations (NA – TCAP-Alt PA)
  - federal program services
  - social/economic status
  - chronological grade level
  - gifted (NA – TCAP-Alt PA)
  - allowable accommodations (NA – TCAP-Alt PA)
  - test date (School year – TCAP-Alt PA)
  - first time test taker in grades 9-12 – TCAP-Alt PA
  - Scoring Rubric (Regular, Modified, Homebound) – TCAP-Alt PA (if modified rubric is used, why? 1. special school 2. attendance 3. transfer from out of state)
  - membership data – TCAP-Alt PA
- b. Unique Numbers: A unique number should be assigned to each answer document. The unique number must be printed on each page of the answer and demographic document. The unique number must also be printed on labels to affix to each portfolio and shipping folder provided by the Contractor. This label links the portfolio to the student demographic document.
- c. Bar Code Space: Each answer document must have a designated space to which a barcode label may be affixed.
- d. The answer documents will be reviewed and may be revised at no additional cost by the State after each administration to incorporate changes for succeeding administrations.

11. Add the following number 10 to Section A.6 on page 10:

10. Portfolio Return Instructions: This document assists the test administrator in preparing the portfolio for return to the vendor. Return instructions are provided at a ratio of one return instruction per student. The return instructions will include information about completing the

student demographic information, assembly of materials for return, and distribution of reports. This product is developed by the Contractor and approved by the State. The Contractor will make it available in printed and electronic format for downloading from the internet.

12. Add the following number 4 to Section A.7 on page 11:

4. The Contractor will collect high-quality examples of portfolio activities by content area specific to Alternate Performance Indicators (APIs) and Alternate Learning Expectations (ALEs). These activity examples will be shared with the State in electronic format to be used as an appendix to the Teacher's Training Manual.

13. Add the following number 8 to Section A.8 on page 12:

8. TCAP-Alt PA assessment documents must be delivered to the State by the end of the first full week of January each year. The Contractor, in consultation with the State, will design, produce, and print answer documents, bar code labels, and Group, School, and Individual student report forms. The State shall approve and have the right to modify the design of assessment documents prior to any printing for distribution to school systems. The Contractor must provide documents to the State for the 2006-2007 administration of the TCAP-Alt PA, which may be scanned to collect data and type of rubric used for scoring. Materials must be delivered to the school systems by January 15, 2007.

14. Delete the introduction to number 1 in Section A.9 on page 12 and replace with the following:

1. Beginning with preparation for the 2005 administration of the TCAP/WA, the Contractor will prepare packaging specifications for State approval four months before each TCAP/WA administration and as determined in this Contract prior to TCAP-Alt PA submittal. The packaging specifications will include at a minimum the following:

15. Delete Section A.9.1.c on page 12 in its entirety and replace with the following:

- c. On the top of each shrink-wrapped packet or bundle of prompts/portfolios, the Contractor will provide a printed page indicating that the documents are to be considered secure and are not to be opened prior to testing.

16. Add item g to Section A.9.1 on page 13 and renumber the subsequent items accordingly:

- g. TCAP-Alt PA portfolios are to be packed and labeled separately and sent to the Contractor in secure folders and boxes provided to systems by the Contractor no later than February 5, 2007. Included in each box will be corresponding student answer/demographic documents.

17. Delete Section A.10.2 on page 13 in its entirety and replace with the following:

2. The Contractor will verify, by number, all prompt/directions pages and all portfolios secure answer documents and absentee documents returned after testing. The Contractor will provide a written report to the State documenting the check-in of all secure materials. Beyond these measures, the Contractor will be required to manually check answer documents to ensure 100% accuracy of check-in for secure documents

18. Delete the title and introduction to Section A.11 on page 13 and replace with the following:

#### **A.11. Scoring Essays and Portfolios**

Hand scoring blind responses with accuracy and consistency is a key component in maintaining the reliability and integrity of the TCAP/WA and WA-Alt programs and the TCAP-Alt PA. The Contractor is required to maintain high levels of scoring accuracy while meeting scoring deadlines as defined in this section. The Contractor will score TCAP-Alt Portfolio Assessments from March 5-April 23, 2007.

The Contractor will implement hand scoring processes that are reliable and valid as well as efficient in terms of time and expenditures. The Contractor will consider alternatives that will make it possible for the statewide assessments to be processed according to a timeline that is more efficient than the one specified herein and adhere to the State's requirements.

19. Delete Section A.11.1.c on page 14 in its entirety and replace with the following:

- c. All training and scoring for each grade must be conducted at the same scoring facility. The Contractor must ensure that the scoring site meets the following conditions:
  - Rooms are quiet, well ventilated, spacious and clean with adequate restroom facilities for the proposed staff, and comply with all ADA requirements.
  - Furnishings must include sturdy worktables, good lighting, and comfortable seating.
  - There must be no distractions.
  - A variety of snack and meal options must be located within 5-10 minutes of the site.
  - The readers for each grade must be housed in separate scoring rooms.
  - The separate scoring rooms must have sufficient space to permit the formation of the required number of answer document essay packets and portfolios to the various and appropriate scoring stations.
  - There must be adequate secure storage space for the student essay packets and portfolios when the essays and portfolios are not in use during actual scoring of the student papers. There must be space, separate from the scoring rooms, for the processing (scanning and generating reports) part of the project.

20. Delete Section A.11.2 on page 14 in its entirety and replace with the following:

2. Scoring Anchor Papers and Anchor Portfolio Sets

- a. Prior to the scoring of responses to the Writing Assessment, the Contractor will be responsible for organizing and implementing a meeting to select anchor papers for each grade assessed for the TCAP/WA and TCAP/WA-Alt and anchor portfolio sets for each grade level cluster assessed for the TCAP-Alt PA. Separate meetings shall be conducted for the TCAP/WA-Alt and for the TCAP-Alt PA. The State will select the TN educators and consultants participating in the meetings.
- b. The Contractor will be responsible for making two legible copies of a sample of 2000 student responses per TCAP/WA grade and a sample of 100 student responses per TCAP/WA-Alt grade. The Contractor will be responsible for making two legible copies of a sample of 100 student portfolios per grade level cluster assessed for the TCAP-Alt PA. Each grade level cluster sample of 100 portfolios is to include a minimum of six (6) Homebound and six (6) Modified Rubric-scored portfolios. Copies will be sent to the State and to expert reader consultants designated by the State. Criteria for sample papers will be provided by the State to the Contractor.
- c. The Anchor Setting meetings will take place in Nashville, TN on February 21-22, 2007, and will involve at least twenty-five (25) Tennessee educators per TCAP/WA grade level, at least twenty (20) Tennessee educators for TCAP/WA-Alt (divided across grade levels), at least nine (9) Tennessee educators for TCAP-Alt PA for each grade level cluster, State staff and expert reader consultants, and the Contractor's scoring directors. Anchor Setting meeting dates for the 2007-2008 school year will be determined by the State.
- d. The meetings will be used to establish anchor papers and portfolio anchor sets for the current year's scoring. Small group meetings will be conducted for each prompt/grade or portfolio/grade cluster combination during the anchor setting meetings.
- e. The Contractor will arrange, organize, and pay the cost of anchor paper and sets scoring committee meetings. The State will designate Tennessee educators and consultants from outside the State to participate in this process as needed.

- f. All costs, including meeting room and equipment rental, meeting materials, travel and per diem costs of participants (excluding State employees) will be paid by the Contractor. Reimbursement rate for participants will not exceed those stipulated in State Comprehensive Travel Regulations. The Contractor will reimburse school systems for substitute teachers if the Contractor holds meetings during the school year. This reimbursement will be based on the most current, state approved substitute teacher pay, and will be issued within (30) days of receipt of a reimbursement form to be developed by the contractor and approved by the State.
  - g. Contractor staff will participate in the meetings with Tennessee educators, as required. The Contractor will be responsible for all expenses associated with Contractor staff travel and participation. The Contractor's project manager or designee will be present at meetings for overall consultation purposes. The Contractor will provide the appropriate content, statistical, psychometric, and other professional staff persons to participate in each of the meetings.
  - h. After the meetings, State staff assisted by expert reader consultants and the TCAP-Alt PA advisory committee will finalize the student responses to be used for the anchor papers and portfolios for each grade level.
  - i. The Contractor will provide 25 copies each of 24 State selected student essays per grade level to be used as training sets for anchor paper scoring. The contractor will also provide copies of 200 additional State selected student essays per grade level to be used in anchor paper setting along with the training sets.
  - j. The Contractor will provide 20 copies each of 24 State selected TCAP/WA-Alt student essays per grade level to be used as training sets for anchor paper scoring. The Contractor will also provide copies of 50 additional State selected student essays per grade level to be used in anchor paper setting along with the training sets.
  - k. From February 12-16, the Contractor will pick and provide 12 copies each of 24 State selected TCAP-Alt portfolios per grade level cluster to be used as training sets for portfolio anchor scoring. Each grade level cluster training set will include 2 to 3 portfolios to be scored with Homebound and Modified Rubrics. The Contractor will also provide copies of 50 additional State selected TCAP-Alt portfolios per grade level cluster to be used in anchor paper setting along with the training sets. Dates for the 2007-2008 school year will be determined by the State.
21. Delete Section A.11.3 on page 15 in its entirety and replace with the following:

3. Conduct Reader Training and Prepare for Scoring

The State will approve all student responses used to develop the scoring guidelines, training, calibration, and validity sets. For each TCAP/WA grade level the State will provide the holistic scoring rubric, grade-level anchor papers at each score point, two (2) training sets of twenty papers each, four (4) qualifying sets of twelve (12) papers each, and a sufficient quantity of scored papers to be used by the Contractor as validity sets and calibration/recalibration sets. For each TCAP/WA-Alt grade level the State will provide the holistic scoring rubric, grade-level anchor papers at each score point, one (1) training set of twenty papers each, two (2) qualifying sets of twelve (12) papers each, and a sufficient quantity of scored papers to be used by the Contractor as validity sets and calibration/recalibration sets. For each TCAP-Alt PA grade level cluster the State will provide the holistic scoring rubrics, grade cluster anchor sets at each score point, two (2) training sets of twenty (20) portfolios each for all four (4) grade level clusters, four (4) qualifying sets of twelve (12) portfolios each for each grade level cluster, and a sufficient quantity of scored portfolios for each grade level cluster, which are to be used by the Contractor as validity sets

and calibration/recalibration sets. The Contractor will provide a sufficient number of copies of all materials needed.

- a. No anchor, training, qualifying or recalibration papers and portfolios may be changed or substituted without written permission from the State.
- b. State consultants and expert reader/scorer consultants will be present during reader/scorer training and the beginning of the scoring the TCAP/WA, TCAP/WA Alt, and TCAP-Alt PA.
- c. All costs including travel and per diem costs for the expert reader consultants will be paid by the Contractor. Reimbursement rate for participants will not exceed those stipulated in State Comprehensive Travel Regulations.
- d. The State will monitor all daily scoring statistics. Quality-control reader statistical reports must be provided to the State by the Contractor daily and, at a minimum, include the number of readings, the number of papers read per reader/portfolios scored per reader per day, the total number of papers read/portfolios scored each day, the distribution of scores, the number of third readings/scorings, and the number of non-scorable papers / portfolios.
- e. The Contractor must also demonstrate the attainment of the minimum reliability and validity standards acceptable to the State. State consultants on a regular basis will review calibration reports.
- f. The Contractor will develop a specific plan according to State guidelines for the training of readers that will include one or more days each for the training of the Room Directors, Team Leaders and Readers. Qualifying requires the reading of no less than two qualifying sets of papers/portfolios to pass with a required eighty percent (80%) perfect agreement with twenty percent (20%) adjacent scores on one packet/portfolio and no less than seventy percent (70%) perfect agreement with thirty percent (30%) adjacent scores on a second packet/portfolio. The Contractor must agree to cooperate fully with State personnel who will monitor the training and scoring operations.
- g. If during scoring, a reader (or readers) is determined to have "drifted" from State standards and the papers/portfolios need re-scoring, those papers/portfolios must receive top priority and be reread by two new readers. To determine if reader(s) have "drifted," the Room Director must check the previous day's statistics before reading begins each day. If the statistics indicate a high number of discrepant readings/scorings, all papers/portfolios read on the previous day by a particular reader must be pulled and rescored. Determinations concerning retraining or dismissing the scorer will be made jointly by the Contractor's staff and the State.

22. Delete Section A.11.4 on page 16 in its entirety and replace with the following:

4. Producing Scoring Materials

The State will provide the scoring guides, anchor papers/sets, training papers/portfolios, qualifying sets, and calibration papers for all prompts, and calibration portfolios.

- a. The Contractor must provide a copy of the scoring guide, anchors, training papers/portfolios, qualifying sets, calibration sets and recalibration sets to each Room Director, Team Leader, and Reader.
- b. The Project Director and the Room Directors must read all materials provided by the State and be fully prepared to conduct training sessions using **only** State standards.



- c. The State will provide a sufficient quantity of papers/portfolios to be used for calibration and recalibration sets. The papers/portfolios have been chosen from "live" papers/portfolios and should be read carefully by the Project Director and Room Directors and then placed into packets in random score order. Each packet should represent a variety of scoring points within the scoring range. Calibration sets must be scored four times daily during the first week of scoring and twice daily during the second and third weeks. From the fourth to the final week of scoring, recalibration will be required one time each day. Prompt daily turnaround of the scores resulting from the recalibrations is required to ensure usefulness of this data. The Contractor must have a plan to process these papers as part of the contract.

23. Delete Section A.11.5 on page 17 in its entirety and replace with the following:

#### 5. Scoring Teams

The Contractor will assign its most experienced staff to work on the State TCAP/WA and TCAP-Alt PA. The following descriptions of key project personnel are minimum, general requirements.

- Project Director: The individual assigned to the project must have experience with writing assessment scoring and with large-scale (more than 150,000) statewide public school performance assessments of students (K-12). The Project Director must be able to establish and maintain appropriate standards throughout the scoring phase of the project. Additionally, he/she must be able to completely adopt State score point decision rules, to explain the subtleties of scoring, and to be firm in their application. The Project Director is responsible for ensuring that all questionable papers/responses (including off-topic, illegible, refusal, another language, and alert papers) are immediately faxed to the State on the day that the readers identify them. The Project Director will be ultimately responsible for TCAP/WA and TCAP-Alt PA scoring and must remain on site during all training and scoring.
- Room Directors: One room director will be needed for each grade level scored. He/she must have a four-year college degree and considerable prior experience with the different methods of evaluating large-scale performance assessments. The State prefers individuals who have led reader groups for similar assessment projects of this size and have experience teaching similar grade/subject levels to that which are assessed. Room Directors will be required to adhere to scoring standards set by the State, to resolve problems created by prompts, scoring guides, individual differences in interpretation, and to be sure that the readers score papers according to State scoring standards. They must administer reader training that minimizes the need for retraining by maximizing reader agreement. When two readers differ by more than one point in the score assigned to an individual paper, the Room Director will read the essay a third time and assign the final score. The Room Director will monitor daily reports for his/her readers and immediately identify those who have strayed from the scoring standards and need retraining. Room Directors must maintain a 95% interrater reliability rate both with the scoring personnel and with the State.
- Team Leaders: The Contractor will hire one team leader for every 10 to 12 readers. He/she must have a four-year college degree and experience in evaluating performance-based assessments. Team Leaders will be trained and qualified by the State in a two-day session prior to reader training. They will monitor reader performance, provide recalibration and retraining, and spot check readers' packets to make sure they are not drifting from the rubric. The Team Leader must daily read about a five percent (5%) randomly chosen sample from each reader's output plus cross score with other Team Leaders. The team leader training will include training and qualifying procedures for the readers. In addition, the training will include procedures for dealing with readers' questions: interpreting reader reports to determine which readers need additional assistance, holding a conference with readers having

difficulty. Team leaders will also be trained in how packets are circulated between teams for second readings and how to complete forms and follow other procedures required by the Contractor and State staff.

- Readers: He/she must have at least a four-year college degree. The reader's ability to write must be documented to the Contractor's satisfaction with writing samples. A cross section of readers in terms of age, ethnicity, and sex is also important. Previous experience on similar projects is preferred. Readers will be expected to maintain a 95% interrater reliability rate both with the scoring personnel and with the State.
- Room Aides: He/she must handle the tasks within assigned rooms that are associated with the paper flow necessary for scoring essay packets. Aides must be trained to assist the Team Leaders, Room Directors, and Warehouse Supervisor in assuring that papers/portfolios move quickly from first to second readings; ensure that scoring sheets are collected promptly; and be detail oriented in transmitting any materials to the State

24. Delete Section A.11.6 on page 18 in its entirety and replace with the following:

6. Hiring of Readers

All readers are required to have a bachelor's degree. The Contractor must use a screening process for hiring readers that includes an interview and an evaluation of the applicant's written response to sample TCAP/WA and TCAP-Alt PA.

As part of the screening process, all potential readers must sign a statement indicating that they understand the following conditions:

- If applicants do not successfully complete the training and qualifying requirements, they will not be hired as readers.
- If they are hired as readers, they may be retrained or dismissed if, after being trained to score, their scoring performance does not meet the requirements of the State and Contractor.
- Applicants will agree to score for the duration of the scoring session.
- If a reader is absent from scoring for two or more consecutive scoring days, the reader must repeat the training and qualifying procedures described above.
- All readers must sign a security agreement approved by the State.

25. Delete Section A.11.7 on page 18 in its entirety and replace with the following:

7. Training and Qualifying of Readers

- a. Reader training will take place from February 26 to March 2, 2007. The State will play an integral role in training the readers and in guiding and monitoring all aspects of scoring the essays/portfolios. State staff will be on site throughout training of the hand scoring employees. When not on site, the State and the Contractor will communicate frequently throughout the scoring process. Dates for Reader training in the 2007-2008 will be determined by the State.
- b. The Contractor will conduct separate training for each grade level of the TCAP/WA and TCAP/WA-Alt responses. The Contractor will conduct a separate training for each grade level cluster of the TCAP-Alt PA. Training will include scoring of both paper-based and electronic portfolios. The team leaders will conduct training under the direction of scoring directors in consultation with State staff and Consultants. The State will have final approval of all training techniques. The purpose of the training is to ensure that each person who scores TCAP/WA, TCAP/WA-Alt, and TCAP-Alt PA has met the State's standards for scoring.

- c. The Contractor must be responsible for scoring all student writing samples using the students' actual essays and the specific scoring criteria and methods provided by the State.
- d. The State will provide original copies of all training materials, anchor papers/sets, training papers/sets, and qualifying sets. The Contractor will provide each reader with a copy of the materials that is easily readable. These materials must remain in the assigned scoring rooms.
- e. A specific plan for the training of readers must be developed by the Contractor and, at a minimum, should consist of the following criteria:
  - 1. The plan must provide two or more days each for the training of the Team Leaders and readers with State consultants and expert reader consultants present.
  - 2. The plan must also provide for the reading of no less than two qualifying sets of papers/portfolios for Team Leaders and readers to pass with a required eighty percent (80%) perfect agreement on one packet/portfolio and no less than seventy percent (70%) perfect agreement on a second packet/portfolio.
  - 3. Score sheets for the qualifying sets will be inspected by the State.
  - 4. The Contractor must anticipate some loss of readers during qualification and increase counts of readers to a level sufficient for completing scoring tasks on schedule.
  - 5. In actual scoring, the Contractor must provide at least ninety-five percent (95%) interrater reliability both with scoring personnel and with the State on a daily basis.
  - 6. If inter-rater reliability criteria are not met, the State may require the Contractor to rescore the essays/portfolios or may at any time require essays/portfolios scored by a particular reader to be rescored if the reader's statistics show greater than the five percent resolutions required. Readers may require retraining or dismissal if the scoring process is not followed. The decision must be made by the State and the Contractor with the State having the final authority to determine the consequences.
  - 7. The scoring Contractor is responsible for training readers and supervising scoring to ensure that all State standards are met. Using any other scoring rubrics, scoring philosophies or altering the scores on the State scored papers/portfolios will be considered a breach of the contract.

26. Delete Section A.11.8 on page 19 in its entirety and replace with the following:

8. Security of Assessment

Contractors must specify in detail how they will securely handle original student answer document paper/portfolio flow during the scoring operation. The Contractor must ensure day-to-day security to prohibit unauthorized personnel access to testing materials through deliberate or unintentional actions.

Security also refers to prohibiting oral communication by readers of the particular day-to-day operations and content of student papers to the general public. The Contractor is held responsible for the actions of the readers and must guard against a breach of security. Readers must be carefully screened and made to understand the importance of the security of the papers and the scoring process. In addition, each reader must sign a non-disclosure document attesting to their understanding of the expected behavior in not discussing or revealing the contents of the tests and the results from the tests. The Contractor is responsible for creating the non-disclosure document for State approval and must ensure it meets State standards and specifications.

27. Delete Section A.11.9 on page 19 in its entirety and replace with the following:

9. Scoring Student Responses

The Contractor must develop a specific plan for scoring procedures to be approved by the State, including the following basic elements:

- Definition of roles and responsibilities of personnel
  - Flow of student essay papers/portfolios through the scoring process
  - Assignment of scores to papers/portfolios
  - Resolution of scoring problems
  - Retraining of scorers
  - Monitoring and maintaining reliability of scoring and quality control throughout the process.
- a. The Contractor is responsible for developing and implementing an efficient process to group the student essays for scoring. This organizational process must be approved by the State.
  - b. TCAP/WA and TCAP/WA-Alt essays and TCAP-Alt portfolios, including electronic portfolios, will be holistically scored independently by two readers using blind scoring methods. The State will provide the Contractor with a specific set of scoring rules for resolving disagreement between first and second readings with third and, infrequently, fourth readings and for calculating final scores.
  - c. The Contractor must provide the State a copy of all student papers/portfolios about which questions have been raised. This includes papers/portfolios with anomalous scores, papers/portfolios which are non-scorable as defined by the Condition Codes, compositions which are considered an "Alert," (see Section A.11.11.) and compositions which might indicate administrator interference. Additional pages of student written work that accompany the answer document **will not** be scored.
  - d. The Contractor must ensure that the Project Director and other management personnel maintain effective communication and cooperation with the State.
  - e. The Contractor must describe a plan for providing absolute security/confidentiality of (1) the test materials, (2) student papers/portfolios, training procedures, and scoring processes, and (3) program results, both throughout the term of this contract (particularly during scoring) and afterward.
  - f. The Contractor must not make contact with the press or systems in regard to testing results or procedures. Any contact with the press and school systems will be handled through the State. All training materials are secure/confidential and belong to the State.

28. Delete Section A.11.10 on page 20 in its entirety and replace with the following:

10. Non-Scorable Papers & Portfolios

Each student essay answer document or portfolio must be scored by two independent readers allowing for a third reading if the first two scores are discrepant by more than one score point or score set. The two readers' scores do not have to agree, but the scores for each reader must be reported. For the TCAP/WA and TCAP/WA-Alt scores of 0 with Condition Codes (A, B, C, D – as indicated on Attachment 1, TN Scoring Rubric) will be used to indicate non-scorable compositions. Readers will use a holistic scale that focuses on the overall effect of the student writing. For the TCAP-Alt PA, scores of 0 with Condition Codes (A, B, and C – as indicated on Attachment 7, TCAP-Alt Scoring Rubrics) will be used to indicate non-scorable portfolios. Readers will use a holistic scale that focuses on the overall effect of the student portfolio.

29. Add the following number 4 to Section A.12 on page 20 and renumber subsequent items appropriately.
4. The Contractor shall develop and implement in 2007 an online student demographic verification website. The website shall include all fields found on the student demographic answer document as listed in A.3.a.
    - a. The site will include Tennessee colors, graphics, seals and terminology.
    - b. The Contractor shall work with the State to provide secure access for State, System, and School level users to the website.
    - c. The Contractor will work with the State to establish a schedule for System and School access to the website for the review, modification, and verification of student demographic data.
30. Delete Section A.13.1 on page 21 in its entirety and replace with the following:

**A.13. Reports of Results**

**TCAP/WA, TCAP/WA-Alt and TCAP-Alt PA Report Designs**

Beginning with the 2004 administration of the TCAP/WA, the Contractor is responsible for annually reviewing and updating the design of all reports, including individual, school, system and state reports, of TCAP/WA results in consultation with the State. Beginning with the 2006 administration of the TCAP/WA-Alt, the Contractor is responsible for annually reviewing and updating the design of all reports, including individual, school, system and state reports, of TCAP/WA-Alt results in consultation with the State. Beginning with the 2007 administration of the TCAP-Alt PA, the Contractor is responsible for annually reviewing and updating the design of all reports, including individual, class roster, school, system and state reports of TCAP-Alt PA results in consultation with the State. The reports must provide numeric, verbal, and graphic presentations of demographic information and assessment results that effectively communicate score interpretations to the intended audiences including students, teachers, parents, and the general public.

- a. At a minimum, the score reports must be updated to permit inclusion of scores produced for TCAP/WA, TCAP/WA-Alt, and TCAP – Alt PA, as well as data required by the federal government for reporting such results. Each administration will generate numerous reports and data files to be provided to students, classes, schools, systems and the State for students, parents, educators, and the general public.
- b. The Contractor will generate and distribute by the end of the third full week of May, initial paper reports including the following information:
  1. Class Roster Reports:
    - report forms on which results for all students tested within a class or group are reported
    - printed in one color
    - all student reports include student names, ID numbers, scores, explanatory information about the scores, system name, system number, school name, school number, grade level, teacher or group name and date of assessment
    - summary scores for the class are included on the report form
    - one paper copy per class/group
  2. Individual Student Reports:
    - report forms on which a student's scores are reported
    - printed in one color

- all student reports include student name, ID numbers, scores, explanatory information about the scores, system name, system number, school name, school number, grade level, teacher or group name and date of assessment
  - one paper copy per student to be sent home
3. Student labels:
- sticky labels to be affixed to student data cumulative records by the systems
  - all student labels include student name, ID numbers, teacher or group name, score point, system name, system number, school name, school number, date of assessment
  - one label per student to be distributed per school
- c. The Contractor will generate and distribute the initial reports listed above in A.13.1.b in PDF format on CD for each school. The CD shall contain one copy of the Class Roster Report and One Copy of each Individual Student Report for each school.
- d. The Contractor will generate and distribute summary reports in PDF format on CD for each school, system and the state including the following information:
1. School Summary:
    - report forms including summary of number and percent of student papers/portfolios resulting in use of condition codes reported per grade by individual school with scores of special education students aggregated and disaggregated
    - all school summaries should include system name, system number, school name, school number, test date, grade
    - summary of the number and percent of student scores at each score point or performance level per grade by individual school reported with scores of special education students aggregated and disaggregated
  2. System Summary:
    - report forms including summary of number and percent of student scores at each score point or performance level per system reported with scores of special education students aggregated and disaggregated and summary of number and percent of student papers resulting in use of condition codes reported with scores of special education students aggregated and disaggregated
  3. State Summary:
    - report forms including summary of number and percent of student scores at each score point or performance level per grade by system reported with scores of special education students aggregated and disaggregated and summary of number and percent of student papers resulting in use of condition codes per grade by system reported with scores of special education students aggregated and disaggregated
- e. The Contractor will generate and distribute by June 1<sup>st</sup> a comprehensive data file as follows:
- provide to State in electronic format utilizing a program acceptable by the State
  - include, at a minimum, all demographic information and final scores, organized in a method approved by the State
  - must be submitted electronically and on CD. Both media forms must include the layout of all data fields.
31. Delete the introduction to Section A.15 on page 23 in its entirety and replace with the following:

Prompts developed for the TCAP/WA and TCAP/WA Alt are secure test materials. All prompts are property of the State. Contractors will provide for State approval their plans for maintaining the security of the tests during development and implementation. The Contractor's security plan must meet the State's test security requirements. Contractors will describe in detail how the security of

the electronic files and paper portions associated with the test will be maintained while they are in the possession of the Contractor for production and scoring. Contractors will also describe in detail how the security of the assessments will be maintained during printing.

Contractors will provide for State approval their plans for maintaining the security of the portfolios during scoring. The Contractor's security plan must meet the State's test security requirements. Contractors will describe in detail how the security of the electronic files and paper portions associated with the portfolio will be maintained while they are in the possession of the Contractor for production and scoring.

32. Delete Section A.15.1.g on page 24 in its entirety and replace with the following:

- g. Prompts and portfolios are to be maintained in a secure manner at all times to preserve their integrity. Persons are not to participate in, direct, aid, counsel, assist in, or encourage any activity that could result in the breach of test security.

33. Delete Section A.15.2 on page 24 in its entirety and replace with the following:

- 2. Archiving and Storage: TCAP-Alt Portfolios
  - a. All portfolio assessments must be maintained under lock and key by the Contractor scoring supervisor.
  - b. At the completion of the contract, all portfolios will remain in the possession of the Contractor and be archived in a secure storage facility for no less than one year.
  - c. Archived Portfolios will be destroyed after one year of secure storage provided by the Contractor. Written verification of destruction will be provided to the State as part of the final report. Destruction will not take place until authorized by the State.

34. Delete Section C.1 on page 24 in its entirety and replace with the following:

- C.1 Maximum Liability. In no event shall the maximum liability of the State under this Contract exceed Six Million Four Hundred Fifty-five Thousand Eight Hundred Fifty-Nine Dollars and Fifty-Four Cents (\$6,455,859.54). The Service Rates in Section C.3 shall constitute the entire compensation due the Contractor for the Service and all of the Contractor's obligations hereunder regardless of the difficulty, materials or equipment required. The Service Rates include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contractor.

The Contractor is not entitled to be paid the maximum liability for any period under the Contract or any extensions of the Contract for work not requested by the State. The maximum liability represents available funds for payment to the Contractor and does not guarantee payment of any such funds to the Contractor under this Contract unless the State requests work and the Contractor performs said work. In which case, the Contractor shall be paid in accordance with the Service Rates detailed in Section C.3. The State is under no obligation to request work from the Contractor in any specific dollar amounts or to request any work at all from the Contractor during any period of this Contract.

35. Add the following to Section C.3 on page 28, under PRODUCTION AND DELIVERY OF ANCILLARY MATERIALS TO THE STATE:

Portfolio Binder Package				Per Package \$4.14	Per Package \$4.55
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36. Remove Answer Document and insert the following to Section C.3 on page 30, under PRODUCTION AND DELIVERY OF TEST MATERIALS TO THE STATE BY DEC 1:

TCAP Alt PA online Test Admin Manual				Per Manual \$ 1300.00	Per Manual \$ 1300.00
Answer / Student Demographic Document		Per Document \$ 0.16	Per Document \$ 0.16	Per Document \$ 0.16	Per Document \$ 0.16

37. Add the following to Section C.3 on page 30, under SCORING.

Student Demographic Verification Website (includes customization, website hosting, support, documentation and QA)				Upon completion \$31,971.00	Upon completion \$12,764.00
Student Demographic Verification Website TCAP-Alt PA				Upon completion \$7,200.00	Upon completion \$1,250.00
Conduct TCAP- Alt PA Anchor Setting Meetings by last week in February (Includes copying of responses and other services requested in section A.11.2				Upon completion \$34,776.00	Upon completion \$36,514.80
Conduct Room Leader and Reader Training for TCAP-ALT PAassessment by end of second full week in March				Upon completion \$38,524.40	Upon completion \$40,450.62
TCAP-Alt Portfolio Scoring				Per Test \$53.28	Per Test \$54.34
TCAP-Alt Portfolio Selection Activities				Per Test \$1.06	Per Test \$1.06

38. Add the following to Section C.3 on page 31 under REPORTING



TCAP WA/WA-Alt PDF Reporting on CD – Programming Fee				Upon completion \$8,820.00	Upon completion \$9,261.00
TCAP -Alt PA PDF Reporting on CD – Programming Fee				Upon completion \$8,820.00	Upon completion \$9,261.00
PDF Reporting on CD				Per CD \$4.45	Per CD \$4.67
TCAP-Alt PA Individual Student Report				Per Report \$0.08	Per Report \$0.10

38. Add Attachment A.7 TCAP-Alt PA Rubrics

The other terms and conditions of this CONTRACT not amended hereby shall remain in full force and effect.

**IN WITNESS WHEREOF:**

**MEASUREMENT INCORPORATED:**

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**Dr. Henry Scherich, President**

**Date**

**DEPARTMENT OF EDUCATION:**

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**Lana C. Seivers, Commissioner**

**Date**

**APPROVED:**

**DEPARTMENT OF FINANCE AND ADMINISTRATION:**

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**M. D. Goetz, Jr., Commissioner**

**Date**

**COMPTROLLER OF THE TREASURY:**

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**John G. Morgan, Comptroller of the Treasury**

**Date**

TCAP-Alt PA Attachment 7  
Scoring Rubrics

## 2006-2007 TCAP-Alt Regular Scoring Rubric

Dimension scoring progresses linearly from left to right with each successive cell showing all the characteristics of the one preceding it. Minimum requirements indicated must be met to obtain points above 0.

DIMENSIONS	10 Points	20 Points	30 Points	40 Points	50 Points
CONTENT	Content Standard(s) is/are stated, but <u>not related</u> to content area AND/OR activity(ies) is/are <u>not age appropriate</u> or related to the content area AND/OR there is at least one graph but no evidence sheet AND/OR there is at least one evidence sheet but no graph AND/OR all APIs or all activities are missing.	Content Standard(s) with activity(ies) related to Alternate Performance Indicator(s) is/are evident. Data collection/graphing includes <u>less than 15 occurrences</u> and/or shows <u>no progress</u> .	One Content Standard with a minimum of 1 activity related to the Alternate Performance Indicator is evident. At least 15 occurrences of data collection and graphing showing progress documented throughout the data period. All data collection is related to the Alt Performance Indicator.	Two different Content Standards with a minimum of 1 activity related to the Alternate Performance Indicator per content standard are evident. At least 15 occurrences of data collection and graphing showing progress documented throughout the data period for each Alt Performance Indicator assessed.	Three different Content Standards with a minimum of 1 activity related to the Alternate Performance Indicator per content standard are evident. At least 15 occurrences of data collection and graphing showing progress documented throughout the data period for each Alt Performance Indicator assessed.
DIMENSIONS	4 Points	8 Points	12 Points	16 Points	20 Points
CHOICE	Choice evidenced, but <u>not age appropriate</u> .	Choice evidenced, but <u>not related</u> to activity.	Choice evidenced and related to at least 1 activity.	At least 2 types of Choice evidenced and related to at least 2 activities. (See TCAP-Alt Teacher's Manual for examples of Choice types)	At least 3 types of Choice evidenced and related to at least 3 activities. (See TCAP-Alt Teacher's Manual for examples of Choice types)
DIMENSIONS	2 Points	4 Points	6 Points	8 Points	10 Points
SUPPORTS	Support is <u>only</u> special education teacher and/or assistant directed.	Natural support evidenced but not connected to activity.	Natural support is evidenced in only 1 activity.	Natural support is evidenced in at least 2 activities.	Natural support is evidenced in 3 activities.
SETTINGS	Instruction evidenced occurs <u>only</u> in special education settings.	Instruction evidenced occurs within multiple settings, 1 of which is inclusive.	Instruction evidenced occurs within 2 inclusive settings.	Instruction evidenced occurs within 3 inclusive settings.	Instruction evidenced occurs within 4 inclusive settings.
PEER INTERACTIONS	Student interactions are evident <u>only</u> with other students who meet TCAP-Alt Participation Guidelines.	Student interactions with peers are not related to the Alternate Performance Indicator assessed.	Student interactions with peers are related to 1 Alternate Performance Indicator assessed.	Student interactions with peers are related to 2 Alternate Performance Indicators assessed.	Student interactions with peers are related to 3 Alternate Performance Indicators assessed.

For definitions of terms found on this rubric and for additional scoring rules, see the TCAP-Alt Teacher's Manual.

"0" is reported accompanied by one of the following codes to indicate a portfolio could not be scored for one of the following reasons  
A. two or more of the following components are missing: Table of Contents, Portfolio Validation, Student Schedule with evidence of use and communication/adaptations/inclusion page B. No State-Required Evidence Sheet, C. No State-Required Data Sheet

## 2006-2007 TCAP Alt Modified Rubric

This rubric is to be used only under the following conditions:

- student absences are excessive (student is present 40% or less during the data period);
- student transfers from out-of-state after December 31;
- student attends school, but has an abbreviated schedule (1/2 day or less).

A Report of Irregularity must be completed prior to submitting the portfolio for scoring.

Dimension scoring progresses linearly from left to right with each successive cell showing all the characteristics of the one preceding it. Minimum requirements indicated must be met to obtain points above 0.

DIMENSIONS	10 Points	20 Points	30 Points
CONTENT	Content Standard(s) is/are stated, but not related to content area AND/OR activity(ies) is/are not age appropriate or related to the content area AND/OR there is at least one graph but no evidence sheet AND/OR there is at least one evidence sheet but no graph AND/OR all AP/Is or all activities are missing.	Content Standard(s) with activity(ies) related to Alternate Performance Indicator(s) is/are evident. Data collection/ graphing includes less than 15 occurrences and/or shows no progress.	Content Standard(s) with a minimum of 1 activity related to the Alternate Performance Indicator evident. At least 15 occurrences of data collection and graphing showing progress documented throughout the data period. All data collection is related to the Alt Performance Indicator.
DIMENSIONS	4 Points	8 Points	12 Points
CHOICE	Choice evident, but not age appropriate.	Choice evidenced, but not related to activity.	Choice evidenced and related to at least 1 activity.
DIMENSIONS	2 Points	4 Points	6 Points
SUPPORTS	Support is only special education teacher and/or assistant directed.	Natural support evidenced but not connected to activity.	Natural support is evidenced in only 1 activity.
SETTINGS	Instruction evidenced occurs only in special education settings.	Instruction evidenced occurs within multiple settings, 1 of which is inclusive.	Instruction evidenced occurs within 2 inclusive settings.
PEER INTERACTIONS	Student interactions are evident only with other students who meet TCAP-Alt Participation Guidelines.	Student interactions with peers are not related to the Alternate Performance Indicator assessed.	Student interactions with peers are related to 1 Alternate Performance Indicator assessed.

"0" is reported accompanied by one of the following codes to indicate a portfolio could not be scored for one of the following reasons

A. two or more of the following components are missing: Table of Contents, Portfolio Validation, Student Schedule with evidence of use and communication/adaptations/inclusion page B. No State-Required Evidence Sheet. C. No State-Required Data Sheet

## 2006-2007 TCAP-Alt Homebound Rubric

This rubric is to be used **ONLY** under the following conditions:

- 1) student is placed on homebound status for the entire school year;  
OR
- 2) student attends a special day school --
  - serving students with significant cognitive and adaptive disabilities, and
  - student's *TCAP-Alt Participation Guidelines* document cognitive and adaptive skills  $\leq 50$ .

A Report of Irregularity must be completed prior to submitting the portfolio for scoring.  
If the student is placed on homebound for only part of the year, contact the Division of Special Education for scoring instructions.

Dimension scoring progresses linearly from left to right with each successive cell showing all the characteristics of the one preceding it. Minimum requirements indicated must be met to obtain points above 0.

DIMENSIONS	10 Points	20 Points	30 Points
CONTENT	<p><i>Content Standard(s)</i> is/are stated, but <u>not</u> related to content area AND/OR</p> <p>activity(ies) is/are <u>not</u> age appropriate or related to the content area AND/OR</p> <p>there is at least one graph but no evidence sheet AND/OR</p> <p>there is at least one evidence sheet but no graph AND/OR</p> <p>all APIs or all activities are missing.</p>	<p><i>Content Standard(s)</i> with activity(ies) related to Alternate Performance Indicator(s) is/are evident. Data collection/ graphing includes less than 15 occurrences for students in Special Day Schools or less than 10 occurrences for students receiving homebound services with progress documented throughout the data period. All data collection is related to the Alt Performance Indicator.</p>	<p>One <i>Content Standard</i> with a minimum of <u>1</u> activity related to the Alternate Performance Indicator evident. At least 15 occurrences of data collection for students in Special Day Schools or 10 occurrences for students receiving homebound services with graphing showing progress documented throughout the data period. All data collection is related to the Alt Performance Indicator.</p>
DIMENSIONS	4 Points	8 Points	12 Points
CHOICE	Choice evident, but <u>not</u> age appropriate.	Choice evidenced, but <u>not</u> related to activity.	Choice evidenced <u>and</u> related to at least <u>1</u> activity.

"0" is reported accompanied by one of the following codes to indicate a portfolio could not be scored for one of the following reasons

A. two or more of the following components are missing: Table of Contents, Portfolio Validation, Student Schedule with evidence of use and communication/adaptions/inclusion page B. No State-Required Evidence Sheet, C. No State-Required Data Sheet

# C O N T R A C T   S U M M A R Y   S H E E T

8-8-05

<b>RFS #</b>	<b>Contract #</b>
<b>331.11-007-04</b>	<b>FA-04-15822-02</b>
<b>State Agency</b>	<b>State Agency Division</b>
Department of Education	Assessment
<b>Contractor Name</b>	<b>Contractor ID # (FEIN or SSN)</b>
MEASUREMENT INCORPORATED	<input type="checkbox"/> C- or <input checked="" type="checkbox"/> V-    V561264255-00

<b>Service Description</b>			
Student Assessment			
<b>Contract Begin Date</b>	<b>Contract End Date</b>	<b>SUBRECIPIENT or VENDOR?</b>	<b>CFDA #</b>
January 01, 2004	June 30, 2008	Subrecipient	See Supplement Form

<input checked="" type="checkbox"/> Contractor is on STARS as required			<input checked="" type="checkbox"/> Contractor's Form W-9 is on file in Accounts as required		
<b>Allotment Code</b>	<b>Cost Center</b>	<b>Object Code</b>	<b>Fund</b>	<b>Funding Grant Code</b>	<b>Funding Subgrant Code</b>
331.11	var	083	25	var	var
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>
2004	\$896,107.23	\$0.00	\$0.00	\$0.00	\$896,107.23
2005	\$803,785.92	\$176,796.00	\$0.00	\$0.00	\$980,581.92
2006	\$853,964.85	\$257,064.00	\$0.00	\$0.00	\$1,111,028.85
2007	\$1,069,690.20	\$265,527.00	\$0.00	\$0.00	\$1,335,217.20
2008	\$746,116.34	\$273,908.00	\$0.00	\$0.00	\$1,020,024.34
<b>TOTAL:</b>	<b>\$4,369,664.54</b>	<b>\$973,295.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,342,959.54</b>

<b>— COMPLETE FOR AMENDMENTS ONLY —</b>			<b>State Agency Fiscal Contact &amp; Telephone #</b>
<b>FY</b>	<b>Base Contract &amp; Prior Amendments</b>	<b>THIS Amendment ONLY</b>	Dawn Darden - 615-532-1617
2004	\$896,107.23	\$0.00	<b>State Agency Budget Officer Approval</b>  John Sharp    June 14, 2006
2005	\$980,581.92	\$0.00	
2006	\$1,036,064.85	\$74,964.00	
2007	\$1,257,253.20	\$77,964.00	
2008	\$939,306.34	\$80,718.00	
<b>TOTAL:</b>	<b>\$5,109,313.54</b>	<b>\$233,646.00</b>	<b>Funding Certification</b> (certification, required by T.C.A. § 9-4-5113, that there is a balance in the appropriation from which the obligated expenditure is required to be paid that is not otherwise encumbered to pay obligations previously incurred)
<b>End Date:</b>	<b>6/30/2008</b>	<b>6/30/2007</b>	

<b>Contractor Ownership</b>			
<input type="checkbox"/> African American	<input type="checkbox"/> Person w/ Disability	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Small Business
<input type="checkbox"/> Asian	<input type="checkbox"/> Female	<input type="checkbox"/> Native American	<input checked="" type="checkbox"/> NOT minority/disadvantaged
<input type="checkbox"/> OTHER minority/disadvantaged—			
<b>Contractor Selection Method</b>			
<input checked="" type="checkbox"/> RFP	<input type="checkbox"/> Competitive Negotiation	<input type="checkbox"/> Alternative Competitive Method	
<input type="checkbox"/> Non-Competitive Negotiation	<input type="checkbox"/> Government	<input type="checkbox"/> Other	

<b>Procurement Process Summary</b>
Based on NCASI's willingness to provide an employee, and contributing 50% of the total cost for the service, the State
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CONTRACT SUMMARY SHEET  
SUPPLEMENTAL SCHEDULE

<b>Contract Number</b>		FA-04-15822-00					
<b>Fiscal Year</b>		2004					
<b>Allotment Code</b>	<b>Cost Center</b>	<b>Object Code</b>	<b>Fund</b>	<b>Grant Code</b>	<b>Subgrant Code</b>	<b>CFDA #</b>	<b>Amount</b>
331.11	734	083	25	TK4	AAX	N/A	\$896,107.23
Fiscal Year	2005						
331.11	734	083	25	TK5	AAX	N/A	\$803,785.92
331.36	440	083	25	LL5	ACX	84.027	\$176,796.00
Fiscal Year	2006						
331.11	734	083	25	TK6	AAX	N/A	\$853,964.85
331.36	440	083	25	LL6	ACX	84.027	\$257,064.00
Fiscal Year	2007						
331.11	734	083	25	TK7	AAX	N/A	\$1,069,690.20
331.36	440	083	25	LL7	ACX	84.027	\$265,527.00
Fiscal Year	2008						
331.11	734	083	25	TK8	AAX	N/A	\$746,116.34
331.36	440	083	25	LL8	ACX	84.027	\$273,908.00
<b>TOTAL</b>						\$5,342,959.54	

## CONTRACT SUMMARY SHEET

RFS Number:	331.114-007	Contract Number:	FA-045322-01
State Agency:	Department of Education	Division:	Evaluation and Assessment
Contractor:		Contractor Identification Number:	
Measurement Incorporated		<input checked="" type="checkbox"/> V- <input type="checkbox"/> C-	
		V56-1264255	

## Service Description

For the provision of scoring the Writing Assessment papers and printing the materials

Contract Begin Date:	Contract End Date:
January 1, 2004	June 30, 2008

Allotment Code	Cost Center	Object Code	Fund	Grant	Grant Code	Subgrant Code
331.36	440	083	25	<input type="checkbox"/> on STARS		

FY	State Funds	Federal Funds	Interdepartmental Funds	Other Funding	Total Contract Amount (including ALL amendments)
04	\$896,107.23	\$0	\$0	\$0	\$896,107.23
05	\$803,785.92	\$176,796.00	OCR RELEASED SEP 8 2004		\$980,581.92
06	\$853,964.85	\$182,100.00			\$1,036,064.85
07	\$1,069,690.20	\$187,563.00	TO ACCOUNTS		\$1,257,253.20
08	\$746,116.34	\$193,190.00			\$939,306.34
Total:	\$4,369,664.54	\$739,649.00			\$5,109,313.54

CFDA #	Check the box ONLY if the answer is YES
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State Fiscal Contact		Is the Contractor a SUBRECIPIENT? (per OMB A-133)	
Name:	Mary Reel, Director of Evaluation & Assessment	Is the Contractor a VENDOR? (per OMB A-133)	
Address:	710 James Robertson Parkway	Is the Fiscal Year Funding STRICTLY LIMITED?	
Phone:	Nashville, TN 37243	Is the Contractor on STARS?	
	615-532-3027	Is the Contractor's FORM W-9 ATTACHED?	
Procuring Agency Budget Officer Approval Signature		Is the Contractor's Form W-9 Filed with Accounts?	
		X	

COMPLETE FOR ALL AMENDMENTS (only)			Funding Certification	
	Base Contract & Prior Amendments	This Amendment ONLY	Pursuant to T.C.A., Section 9-6-113, I, M. D. Goetz, Jr., Commissioner of Finance and Administration, do hereby certify that there is a balance in the appropriation from which this obligation is required to be paid that is not otherwise encumbered to pay obligations previously incurred.	
END DATE →	6/30/08	6/30/08		
FY: 04	\$896,107.23	\$0		
FY: 05	\$803,785.92	\$176,796.00		
FY: 06	\$853,964.85	\$182,100.00		
FY: 07	\$1,069,690.20	\$187,563.00		
FY: 08	\$746,116.34	\$193,190.00		
Total:	\$4,369,664.54	\$739,649.00		

SEP 27 2004

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 MANAGEMENT SERVICES



